

Vice President Training Worksheet

Use the checklist and worksheet provided to make the transition of the Vice President position from the outgoing to the incoming Officer smooth. Take notes as needed during the process.

- Review:
 - [Vice President Training Guide](#)
This is an outline of the positions responsibilities and tools
 - [President Training Guide](#)
This is an outline for the President's responsibilities in the President's absence
 - Any additional local resources needed for the position

- Share resources:
 - [Chapter Activity Planning Kit](#)
 - [Chapter Meeting Prep Kit](#)
 - [National](#) & Chapter Policies
 - [Due Dates](#)
 - [Risk Management Programming](#) from the Phi Sigma Pi National Office
 - Contact Information for people related to the position
 - Faculty Advisor, University Support
 - Development Advisor, Phi Sigma Pi Chapter Excellence Board
 - Leadership Development Coordinator, Phi Sigma Pi National Staff

- Additional talking points related to the position